

SECRET

DDP Rec. Mgmt - 4

Rec. Dist

DRAFT

2 June 1959

RESPONSIBILITY FOR DOCUMENTING SUPPORT (DDS) ACTIVITIES

REFERENCES: R [] dated 6 February 1957

[] dated 28 January 1959

1. PURPOSE

The purpose of this notice is to:

a. Advise all concerned that the DD/S is the Agency "Office of Record" for documents concerning the responsibility of that component as defined in R [] Organization and Functions, Office of the DD/S, dated 6 February 1957.

b. Ensure that appropriate copies of documents received or created in the DD/P, pertaining to matters within the responsibility of the DD/S, are forwarded to the proper office of the DD/S.

2. GENERAL

The offices of the DD/S maintain the official Agency files relating to support activities of the CS. Therefore, copies of correspondence and completed forms concerning matters within the responsibility of an office of the DD/S, must be forwarded to the appropriate office of the DD/S for record purposes. For example, the Office of the Comptroller maintains the official files for documents dealing with finance and the Director of Logistics maintains the official files for correspondence dealing

SECRET

with supply and logistical matters. Copies of correspondence on support subjects may be maintained in the CS Staffs and Area Divisions as working files and disposed of when no longer required in accordance with CS records disposal schedules.

3. RESPONSIBILITIES

a. The offices of the DDS originating correspondence or forms for forwarding to the DDP Headquarters or field will create appropriate copies for their files. (This has been agreed with SSA/DDS.)

b. The Cable Secretariat is primarily responsible for routing copies of outgoing or incoming cables to the appropriate DDS offices. In addition, the action or originating desk is responsible for review of cable distribution and for advice to the Cable Secretariat as to additional distribution in appropriate cases.

c. Any desk within the DDP which receives for action or originates correspondence (dispatches or interoffice memos.) or forms which are of interest to an office of the DDS will ensure the prescribed copies are forwarded as soon as possible to the appropriate office of the DDS. This includes dispatches which are addressed to an office of the DDS but which have been misrouted.

d. Releasing officers, in the case of outgoing dispatches, will insure that the provisions of paragraph 3.c. are accomplished.

e. Questions concerning the implementation of this notice, to include the protection of sensitive information, will be referred to the Chief

SECRET

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Support Staff of the Senior Staff or Area Division concerned.

1. The SSA/DDS will provide guidance to the Chiefs of Support Staffs of the various Senior Staffs and Area Divisions on the subject of this notice.

Through the DDP/RMO
criteria as to the type of correspondence
of interest to the offices of the DD/S

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